



**MINUTES  
POLICY COMMITTEE MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
NOVEMBER 4, 2024**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Monday, November 4, 2024 at 10:00 am at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse and Trustee Bonnie J. Dauer (Chair), Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

**I. Call to Order**

Trustee Dauer called the meeting to order at 10:00 am and established there was a quorum.

**II. Policies to Review**

**a. Computer and Internet Access Policy**

This policy was revised to remove procedures and simplify language. Use of the computers by adults are not monitored. However, if Library staff receive a complaint of an adult viewing illegal or inappropriate sites, that adult risks the loss of Library privileges. There is filtering software for computers in the youth services department.

**Motion** by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the Computer and Internet Access Policy, as presented. Carried unanimously.

**b. Meeting Room Policy**

Procedures and redundant language were removed from this policy. The meeting room reservation process is included in the Meeting Room Application.

Ms. Buckson recommends removal of the \$10 snack fee, \$15 IT fee, and \$5 study room fee for non-residents. References in this policy for study room usage will be removed and provided on the Library web page for study room reservations.

Ms. Buckson recommends streamlining the fee structure and hours for renting meeting rooms by each specific group. Local government agencies and in-district community and non-profit groups may reserve a meeting room, once a month, for free for three hours. Each additional hour is reserved at \$20 per hour. Local for-profit groups may reserve a meeting room, once a month, for \$150 for three hours and each additional hour is reserved at \$25 per hour. Local for-profit groups are required to provide a Certificate of Insurance, with at least \$250,000 insurance coverage, naming the St. Charles Public Library District as an additional insured.

There was a lengthy discussion of staff concern for outside groups reserving a meeting room 90 days out. Staff are able to reserve meeting rooms for programming a year in advance. If there is a need to add an extra session for a specific program with a long wait list, that need would most likely occur within 30 days, which is in line with patrons now registering for programs one month out. The Policy Committee believes that outside groups would be

significantly impacted by limiting their reservations less than 90 days out. Staff also have a concern for outside groups reserving the Miller Haase Community Room. We may want to adjust the ability for outside groups to be able to use this space.

**Motion** by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the Meeting Room Policy, keeping the ability for outside groups to reserve meeting rooms 90 days out. Carried unanimously.

**c. Open Door Policy**

This policy was revised to add a clear path for communication with the Board if an issue would arise with a grievance of the director. There was a concern what path of communication should be if something was performed illegally by the director and if that process could be added to the policy. Ms. Buckson said a statement could be added to the policy.

**Motion** by Trustee Gephart, second by Trustee Kruse, to present this policy to the Union before presenting it to the Board for final approval. Carried unanimously.

**d. Photography, Security Camera and Other Recording Devices Policy**

The "purpose" section of the policy was revised for clarification, and redundancy of language within the policy was removed. The first sentence in the "liability" section should be revised to remove the word "also".

**Motion** by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the Photography, Security Camera and Other Recording Devices Policy, as amended. Carried unanimously.

**e. Programming Policy**

Redundancies were removed, along with portions of other policies stated within this policy. If patrons have a concern for a program, they should contact the director. If they do not agree with the response from the director, they are welcome to bring their concerns before the Board.

**Motion** by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the Programming Policy, as presented. Carried unanimously.

**III. Discussion of Policies to Review in 2025**

The next Policy Committee meeting will be scheduled in 2025. It was decided that the Bylaws for the Library be reviewed in early 2025. There may be updates to the policy review schedule.

**IV. Communications and Citizen's Comments**

No comments.

**V. ADJOURNMENT**

**Motion** by Trustee Gephart, second by Trustee Kruse, to adjourn the meeting at 11:17 am. Carried unanimously.



Bonnie J. Dauer  
Policy Committee Chair